



DALLAS COUNTY AUDITOR

TO: Honorable Michael Gothard, Constable Precinct 2

FROM: Virginia Porter, County Auditor *Virginia Porter*

SUBJECT: GPS Tracking Network Reports

ISSUE DATE: June 30, 2011

RELEASE DATE: July 28, 2011

SCOPE

A review of the GPS Tracking Network Reports and the Kronos Time Detail Reports for the month of March 2011 was performed to determine if County vehicles exceeded a speed threshold at 75 MPH, to identify the assigned driver, and to determine if County employees were accurately recording time and attendance on Kronos.

Due to the serious nature of the incident, the report is being submitted for your immediate attention.

REVIEW PROCEDURES

The review included:

- GPS Tracking Network Speed Report (March 1 – 31, 2011)
- GPS Tracking Network Complete Report (March 1 – 31, 2011)
- GPS Tracking Network Stop Report (March 1 – 31, 2011)
- GPS Tracking Network Trip Report (March 1 – 31, 2011)
- Kronos Time Detail Report (March 1 – 31, 2011)
- Precinct Home and/or Remote Storage of Vehicles and Assignment Report
- Dallas County Policies and Procedures – Section 90-94, Section 90-171 – 90-175

FINDINGS

Speeding

The GPS Tracking Network Speed Report identified ten (10) Precinct 2 employees that exceeded the 75 MPH threshold during the review month. Speeds were recorded as high as 86 MPH with 12 instances occurring while on duty and 23 instances occurring while off duty according to Kronos time and attendance records. The 23 instances occurred while the vehicles/employees

were commuting to work prior to their scheduled shift and commuting home after their scheduled shift.

Time and Attendance

The GPS Tracking Network Reports and the Kronos Time Detail Report identified ten (10) Precinct 2 employees as not accurately recording their times on Kronos for arriving to work late and/or departing work early during the review month.

RECOMMENDATIONS

Speeding

Develop management plan to address exceeding posted speed limits, safety, as well as cost avoidance. Include disciplinary action for unjustified actions. Employees should only drive their assigned County vehicles during business hours and for commuting purposes. Employees should reimburse the County at the current mileage reimbursement rate for all miles driven while not on County related business.

Time and Attendance

Supervisors should re-educate their employees about how to properly record their time on Kronos and the County's attendance policies. Supervisors need to ensure that employee time records are accurate and that no abuses have occurred. Identified errors or omissions in the time record should be reviewed, approved by the supervisor for correction and sent to the "Payroll Hotline" for historical edits to properly record actual time worked.

CONSTABLE PRECINCT 2 RESPONSES

Constable Precinct 2 responses to the GPS Tracking Network Reports and the Kronos Time Detail Reports findings/observations are incorporated in the findings template.

SUMMARY

This review is intended to support management in evaluating compliance with Dallas County policies and procedures, laws, and regulations applicable to the department. Development of written internal procedures should be initiated to ensure compliance with recommended procedures, county policies, and state statutes.



Finding Number: 11-ARC-05-01
Date: May, 20, 2011
Audit: Precinct 2 Vehicle Speed Report
Auditor (s) Assigned: JR

| Finding: | <p>PRECINCT 2</p> <p>Review of the GPS Tracking Network Speed Report, which displays instances when the County vehicle is driven at or above the excessive speed threshold of 75 MPH, identified ten (10) Precinct 2 employees that drove at or above the excessive speed threshold of 75 MPH for the month of March 2011. An instance is defined as a GPS update (ping) that occurs regularly at 5 minute intervals while the vehicle is at or above the 75 MPH threshold.</p> <p>The following Precinct 2 vehicles/employees met or exceeded the excessive speed threshold of 75 MPH for the month of March 2011:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Vehicle Number #</th> <th>Employee ID Number #</th> <th># of instances "ON" Shift</th> <th># of instances "OFF" Shift</th> <th># of instances Total</th> <th>Maximum Speed</th> </tr> </thead> <tbody> <tr><td>B1012</td><td>6221</td><td>1</td><td>0</td><td>1</td><td>75</td></tr> <tr><td>CB812</td><td>16161</td><td>0</td><td>17</td><td>17</td><td>84</td></tr> <tr><td>CB814</td><td>16161</td><td>1</td><td>0</td><td>1</td><td>77</td></tr> <tr><td>CB816</td><td>6221</td><td>2</td><td>4</td><td>6</td><td>78</td></tr> <tr><td>CB843</td><td>6167</td><td>1</td><td>0</td><td>1</td><td>75</td></tr> <tr><td>CB860</td><td>15361</td><td>1</td><td>1</td><td>2</td><td>75</td></tr> <tr><td>CB912</td><td>11668</td><td>3</td><td>0</td><td>3</td><td>86</td></tr> <tr><td>CB957</td><td>1410</td><td>2</td><td>0</td><td>2</td><td>79</td></tr> <tr><td>CB958</td><td>3089</td><td>0</td><td>1</td><td>1</td><td>79</td></tr> <tr><td>CB959</td><td>3887-2</td><td>1</td><td>0</td><td>1</td><td>77</td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: center;">12</td> <td style="text-align: center;">23</td> <td style="text-align: center;">35</td> <td></td> </tr> </tbody> </table> <p>There were a total of 12 instances of vehicles/employees driving at an excessive speed threshold of 75 MPH during "ON" duty. There were a total of 23 instances of vehicles/employees driving at an excessive speed threshold of 75 MPH during "OFF" duty. The 23 instances occurred "OFF" duty while the vehicles/employees were commuting to work prior to their scheduled shift and commuting home after their scheduled shift. All 35 total instances appear to have occurred on interstate/state highways.</p> | Vehicle Number # | Employee ID Number # | # of instances "ON" Shift | # of instances "OFF" Shift | # of instances Total | Maximum Speed | B1012 | 6221 | 1 | 0 | 1 | 75 | CB812 | 16161 | 0 | 17 | 17 | 84 | CB814 | 16161 | 1 | 0 | 1 | 77 | CB816 | 6221 | 2 | 4 | 6 | 78 | CB843 | 6167 | 1 | 0 | 1 | 75 | CB860 | 15361 | 1 | 1 | 2 | 75 | CB912 | 11668 | 3 | 0 | 3 | 86 | CB957 | 1410 | 2 | 0 | 2 | 79 | CB958 | 3089 | 0 | 1 | 1 | 79 | CB959 | 3887-2 | 1 | 0 | 1 | 77 | TOTAL | | 12 | 23 | 35 | |
|--|--|---------------------------|----------------------------|---------------------------|----------------------------|----------------------|---------------|-------|------|---|---|---|----|-------|-------|---|----|----|----|-------|-------|---|---|---|----|-------|------|---|---|---|----|-------|------|---|---|---|----|-------|-------|---|---|---|----|-------|-------|---|---|---|----|-------|------|---|---|---|----|-------|------|---|---|---|----|-------|--------|---|---|---|----|--------------|--|-----------|-----------|-----------|--|
| Vehicle Number # | Employee ID Number # | # of instances "ON" Shift | # of instances "OFF" Shift | # of instances Total | Maximum Speed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B1012 | 6221 | 1 | 0 | 1 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB812 | 16161 | 0 | 17 | 17 | 84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB814 | 16161 | 1 | 0 | 1 | 77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB816 | 6221 | 2 | 4 | 6 | 78 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB843 | 6167 | 1 | 0 | 1 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB860 | 15361 | 1 | 1 | 2 | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB912 | 11668 | 3 | 0 | 3 | 86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB957 | 1410 | 2 | 0 | 2 | 79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB958 | 3089 | 0 | 1 | 1 | 79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB959 | 3887-2 | 1 | 0 | 1 | 77 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | 12 | 23 | 35 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Workpaper Reference: (or other method by which finding was identified) | <p>GPS Tracking Network Speeding Report (March 1 – 31, 2011) Each employee's GPS Tracking Network speed reports are documented for review and verification.</p> <p>Kronos Time Detail Report (March 1 – 31, 2011) Each employee's Kronos time detail reports certifying the hours worked and leave time taken are documented for review and verification.</p> <p>Precinct Home and/or Remote Storage of Vehicles and Assignment Report.</p> <p>Dallas County Policies and Procedures – Section 90-94 and Section 90-171.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| <p>Condition: (Describe the current condition)</p> | <p>Vehicles are assigned and equipped with GPS units. Deputies serve writs/notices which require use of vehicle. Traffic program was disbanded in September 2010. Both home storage and remote storage is authorized. Deputies are expected to follow local traffic laws which denote speeders at various levels.</p> <p>Each employee certified actual hours worked for the month of March 2011.</p> |
| <p>Criteria: (Describe the optimal condition)</p> | <p>GPS functionality:</p> <ol style="list-style-type: none"> 1) Standard update (ping) every 5 minutes when ignition is on, one hour when the ignition is off. 2) Six (6) month archived records online capabilities. 3) Standard reports developed for speeding, after hours, and out of county. 4) Automated email alert when vehicle crosses county line. <p>Traveling at the posted speed limits and using County issued vehicles only during work hours and only for County related business.</p> <p>Section 90-94. – Special requirement for all operators of remote or home storage vehicles.</p> <ol style="list-style-type: none"> (a) All vehicles approved for remote or home storage shall be equipped with a centralized county GPS tracking system. The information provided by this system will be adequate for use in civil litigation and criminal proceedings. The Purchasing Department, OBE, and county auditor office will have unrestricted access to the GPS and any of its data. As any other authorized equipment for county vehicles, the GPS system shall be installed and maintained by the ASC. The initial and future cost of law enforcement GPS will be paid from the department’s drug forfeiture funds and other department’s funding will be addressed on a case by case basis. (b) Employees that are authorized remote or home storage shall maintain a daily mileage log where the employee/driver will log in at the start and end of each day the starting and ending mileage and location. (c) At the end of each month the mileage log will be turned in to the employee’s supervisor who shall review the log for inconsistencies and if none are found, sign and date the log. If a discrepancy is noted, the supervisor shall document the finding on the mileage log, address it with the employee and provide a copy of the discrepancy to the OBE and auditor’s office. Mileage logs shall be retained for a minimum of two years. <p>Section 90-171. – Instruction of operators; safe driving record required.</p> <ol style="list-style-type: none"> (a) Every official or employee of the county that operates county or personal equipment/vehicles on behalf of the county shall be instructed in the safe and proper operation of it before the equipment is operated. The responsibility for the instruction of operators rests with the elected officials or department head. (b) All personnel, as a condition of employment if the employee will operate county or personal equipment/vehicles on behalf of the county, must possess at all times a record of safe operation of such equipment/vehicle. |
| <p>Cause: (Describe the cause of the condition if possible)</p> | <p>Ten (10) identified Precinct 2 employees driving at 75 MPH or greater significantly above posted speed limits while on/off duty as recorded on Kronos time and attendance system.</p> |
| <p>Effect:</p> | <p>Speeding increases the risk of serious accident, risk of serious injuries and fatalities, fuel</p> |



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| (Describe or quantify any adverse effects) | consumption, vehicle emissions. Excessive speeds and/or inappropriate speeds are often important factors in single vehicle crashes such as hitting a fixed object and rolling over, particularly on highway roads. Excessive speeds and/or inappropriate speeds increase the risk of accidents through the loss of control and injuries by increasing reaction distance, braking distance, impact speed and crash energy. | | |
| Recommendation: (Describe corrective action) | Develop management plan to address exceeding posted speed limits, safety, as well as cost avoidance. Include disciplinary action for unjustified actions. Verify the accuracy of information provided to Auto Service Center on vehicle assignment. | | |
| Responsible Department or Organization: | Precinct 2 | | |
| Management's Response: | <input checked="" type="checkbox"/> Agree | <input type="checkbox"/> Disagree | Respondent: Michael Gothard |
| Comments: | | | |
| Disposition: | <input checked="" type="checkbox"/> Audit Report | <input type="checkbox"/> Oral Comment | <input type="checkbox"/> Deleted From Consideration |



Finding Number: 11-ARC-05-02
Date: May 20, 2011
Audit: Precinct 2 Time and Attendance
Auditor (s) Assigned: JR

| Finding: | <p>PRECINCT 2</p> <p>Review of the Kronos Time and Attendance Detail Reports which displays the actual hours recorded by the employees and the GPS Tracking Network Reports which displays vehicle/employee time updates received during the designated time period, identified ten (10) Precinct 2 employees that did not accurately record times on Kronos for arriving to work late and/or departing work early during the month of March 2011.</p> <p>The following Precinct 2 employees were identified as not accurately recording their times on Kronos for arriving to work late and/or departing work early during the month of March 2011:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Vehicle Number #</th> <th style="text-align: left;">Employee ID Number #</th> <th style="text-align: center;"># of instances Late Arrival</th> <th style="text-align: center;"># of instances Early Departure</th> <th style="text-align: center;">Total # of minutes Late Arrival/ Early Departure</th> </tr> </thead> <tbody> <tr><td>CB804</td><td>294</td><td style="text-align: center;">0</td><td style="text-align: center;">4</td><td style="text-align: center;">48</td></tr> <tr><td>CB843</td><td>6167</td><td style="text-align: center;">4</td><td style="text-align: center;">6</td><td style="text-align: center;">696</td></tr> <tr><td>CB860</td><td>12089</td><td style="text-align: center;">0</td><td style="text-align: center;">2</td><td style="text-align: center;">21</td></tr> <tr><td>CB878</td><td>5812</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">23</td></tr> <tr><td>CB912</td><td>11668</td><td style="text-align: center;">0</td><td style="text-align: center;">3</td><td style="text-align: center;">203</td></tr> <tr><td>CB956</td><td>1406</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td><td style="text-align: center;">12</td></tr> <tr><td>CB957</td><td>1410</td><td style="text-align: center;">19</td><td style="text-align: center;">7</td><td style="text-align: center;">463</td></tr> <tr><td>CB958</td><td>3089</td><td style="text-align: center;">1</td><td style="text-align: center;">1</td><td style="text-align: center;">498</td></tr> <tr><td>CB959</td><td>3887-2</td><td style="text-align: center;">1</td><td style="text-align: center;">0</td><td style="text-align: center;">56</td></tr> <tr><td>B1012</td><td>6221</td><td style="text-align: center;">0</td><td style="text-align: center;">1</td><td style="text-align: center;">16</td></tr> <tr> <td colspan="2" style="text-align: center;">TOTAL</td> <td style="text-align: center;">26</td> <td style="text-align: center;">26</td> <td style="text-align: center;">2.036</td> </tr> </tbody> </table> <p>Each employees commute time was used in assessing arrival and departure times. Average commute based on Yahoo Maps total time and distance.</p> | Vehicle Number # | Employee ID Number # | # of instances Late Arrival | # of instances Early Departure | Total # of minutes Late Arrival/ Early Departure | CB804 | 294 | 0 | 4 | 48 | CB843 | 6167 | 4 | 6 | 696 | CB860 | 12089 | 0 | 2 | 21 | CB878 | 5812 | 1 | 1 | 23 | CB912 | 11668 | 0 | 3 | 203 | CB956 | 1406 | 0 | 1 | 12 | CB957 | 1410 | 19 | 7 | 463 | CB958 | 3089 | 1 | 1 | 498 | CB959 | 3887-2 | 1 | 0 | 56 | B1012 | 6221 | 0 | 1 | 16 | TOTAL | | 26 | 26 | 2.036 |
|--|---|-----------------------------|--------------------------------|--|--------------------------------|--|-------|-----|---|---|----|-------|------|---|---|-----|-------|-------|---|---|----|-------|------|---|---|----|-------|-------|---|---|-----|-------|------|---|---|----|-------|------|----|---|-----|-------|------|---|---|-----|-------|--------|---|---|----|-------|------|---|---|----|--------------|--|-----------|-----------|--------------|
| Vehicle Number # | Employee ID Number # | # of instances Late Arrival | # of instances Early Departure | Total # of minutes Late Arrival/ Early Departure | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB804 | 294 | 0 | 4 | 48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB843 | 6167 | 4 | 6 | 696 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB860 | 12089 | 0 | 2 | 21 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB878 | 5812 | 1 | 1 | 23 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB912 | 11668 | 0 | 3 | 203 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB956 | 1406 | 0 | 1 | 12 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB957 | 1410 | 19 | 7 | 463 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB958 | 3089 | 1 | 1 | 498 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CB959 | 3887-2 | 1 | 0 | 56 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B1012 | 6221 | 0 | 1 | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL | | 26 | 26 | 2.036 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Workpaper Reference: (or other method by which finding was identified) | <p>Kronos Time Detail Reports (March 1 – 31, 2011) Each employee’s Kronos time detail reports certifying the hours worked and leave time taken are documented for review and verification.</p> <p>GPS Tracking Network Reports (March 1 – 31, 2011) Each employee’s GPS Tracking Network reports are documented for review and verification.</p> <p>Precinct home and/or remote storage of vehicles and assignment report.</p> <p>Dallas County Policies and Procedures – Article V – Section 82-171 through Section 82-175.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Condition: (Describe the current condition) | <p>A Kronos account is established for each employee as the official time and attendance entry system. Employees are expected to record the start and end of their workday on the time and attendance system in accordance with County policy.</p> <p>Chief clerk inputs time from schedule and adjustments are made based on exceptions from</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



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| | <p>the employee.</p> <p>Each employee certified actual hours worked for the month of March 2011.</p> <p>The GPS Tracking Network Reports display vehicle/employee time updates received during the designated time period denoting ignition off/on.</p> |
| <p>Criteria: (Describe the optimal condition)</p> | <p>County policy designates Kronos as the official time and attendance entry system for all employees. Dallas County Policies and Procedures Article V Section 82-171 through Section 82-175 state the following:</p> <p>“Sec. 82-171. Purpose of article.</p> <p>The purpose of this article is to provide time and attendance reporting procedures for all county employees. All county employees are required to record their daily attendance. The county time and attendance tracking system includes three time entry methods: time clocks, on-line entry and time sheets. Employees shall use the time entry method designated by their elected official or department head.</p> <p>Sec. 82-172. Nonexempt employee responsibilities.</p> <p>(a) The county requires that every employee work 40 hours every week. Vacation leave, sick leave, authorized holidays, authorized time off, and accrued compensatory time count toward this 40-hour per week requirement. Except for the lunch period explained in subsection (c) of this section, employees are expected to be working for the benefit of the county from the time the employee's shift begins until the employee's shift ends.</p> <p>(b) Nonexempt employees are strictly prohibited from working more than 40 hours per week, without prior approval from their supervisor. All of the time an employee works must be recorded on the county's time and attendance system. An employee is never to work without recording time. If an employee is ever asked to work without recording work time, the elected official or department head must be notified immediately. If the matter is not resolved by the department, the employee must immediately notify the county personnel department.</p> <p>(c) Each elected official or department head will designate a 30-minute, 45-minute or one-hour lunch period for his nonexempt employees. The elected official or department head may not set the lunch period within the two hours after the employee's regular shift begins or in the two hours before the employee's regular shift ends. Whatever lunch period the elected official or department head designates for his employees will not be work time. The time and attendance system will automatically deduct the designated lunch period from the hours actually worked by the employee, and the employee will not be paid for this time. (d) The employee is not allowed to work during his lunch period. The lunch period is time for the employee to use for his benefit, not for the benefit of the county. It is time for the employee to use as the employee chooses, except that the employee may not choose to work during the lunch period. If any employee does work during a lunch period, that employee's supervisor is required to record that lunch period on the time and attendance system as having been worked. Working the required lunch period without prior approval on more than three occasions or failing to report the work done during the lunch period may subject the employee and the employee's supervisor to disciplinary action, up to and including termination.</p> <p>Sec. 82-173. Exempt employee responsibilities.</p> <p>Exempt employees are expected to record the start and end of their workday on the time and attendance system in accordance with departmental policy.</p> <p>Sec. 82-174. General provisions.</p> <p>(a) Employees leaving the premises during working hours for reasons other than county business shall clock out when leaving and clock in when returning to work.</p> <p>(b) Employees who do not record hours worked by the payroll deadline due to lack of preplanning for vacation, sick time, errors or accidental omissions must notify their</p> |



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| | <p>supervisor as soon as possible.</p> <p>(c) Employees who forget to record their time shall notify their supervisor. Employees who consistently forget to record their time shall be subject to disciplinary action up to and including termination. For example, more than three missed entries in one month may be considered excessive and may result in disciplinary action up to and including termination. If time worked, overtime, compensatory time, sick leave payment time, or any other payment is not turned in before the payroll deadline, it will roll over to the next pay period.</p> <p>(d) Employees shall not correct employee time records to account for vacation time, sick time, errors and accidental omissions. Errors in the time record shall be reported to the supervisor for correction.</p> <p>(e) Tampering, altering and/or falsifying information on an employee's own or another employee's time record shall result in disciplinary action that may include termination, as well as possible criminal charges.</p> <p>Sec. 82-175. Supervisory responsibilities.</p> <p>(a) Supervisory responsibilities fall to the elected official, department head or their designee.</p> <p>(b) Supervisors are responsible for informing their employees about which time entry method (time clocks, on-line entry or time sheets) they shall use to record their time and attendance. Supervisors shall educate their employees about how to use the time entry method they are assigned and about the time and attendance policies for their department.</p> <p>(c) Supervisors are responsible for ensuring employee time records are accurate and that no abuses occur. Only supervisors have the authority to correct employee time record errors or omissions.</p> <p>(d) Supervisors are responsible for recording employee vacation and sick time and for entering time for employees who are working outside their department work area.</p> <p>(e) Supervisors are responsible for checking daily start times, meal periods, end times, vacation time, sick time, compensatory time and overtime to ensure employees are in compliance with their shift work schedule and the county's overtime policies. Supervisors are responsible for promptly documenting actions warranting discipline and for promptly reporting possible fraud to the county auditor.</p> <p>(f) Supervisors are responsible for approving all time records for their department every Monday by 10:00 a.m.</p> <p>(g) Supervisors are responsible for reporting lost, stolen or damaged key cards and arranging for replacement key cards."</p> |
| <p>Cause: (Describe the cause of the condition if possible)</p> | <p>Ten (10) identified Precinct 2 employees failed to accurately record their times on Kronos for arriving to work late and/or departing work early for the month of March 2011.</p> |
| <p>Effect: (Describe or quantify any adverse effects)</p> | <p>Per Dallas County policy, falsifying information on an employee's own or another employee's time record shall result in disciplinary action that may include termination, as well as possible criminal charges.</p> |
| <p>Recommendation: (Describe corrective action)</p> | <p>Supervisors should re-educate their employees about how to properly record their time on Kronos and the County's attendance policies.</p> <p>Supervisors need to ensure that employee time records are accurate and that no abuses have occurred.</p> <p>Identified errors or omissions in the time record should be reviewed and approved by the supervisor for correction. All adjustments must be forwarded to the Payroll Hotline for historical edits in order to properly charge and/or record credit for each deputy.</p> |



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| Responsible Department or Organization: | Precinct 2 | | | | |
| Management's Response: | <input checked="" type="checkbox"/> Agree | <input checked="" type="checkbox"/> Disagree | Respondent: | Michael Gothard | Date: July 20, 2011 |
| Comments: | I disagree with some of the findings in this report. The report does not indicate if an employee left from the Garland office or the Mesquite office, which would make a difference in travel time. However, to correct this problem, I have placed all my employees on a time clock to more accurately keep track of their time, and all employees are on the same shift and must report to the office at the beginning and the end of their shift. Any exceptions must be approved by a supervisor. | | | | |
| Disposition: | <input checked="" type="checkbox"/> Audit Report | <input type="checkbox"/> Oral Comment | <input type="checkbox"/> Deleted From Consideration | | |